

Pilot No. 5 : Develop Templates to Streamline Plan (CDBG-only Abbreviated Plan)

Focus: Consolidated Plan Document and Performance Reporting

Purpose:

Determine whether templates will reduce administrative burden of developing Consolidated Plan documents, and if it enhances participant's ability to report on program performance.

Participants:

Collier County, FL; Lake County, FL; Miami Beach, FL; Chicopee, MA; Waltham, MA; State of California

Pilot Description:

This pilot would permit grantees to help develop and use a template for Consolidated Plan submission, tracking accomplishments, and reporting. This has the potential to make the Consolidated Plan document less cumbersome, less redundant, more useful, and easier for citizens to understand and provide comment. This could also have the effect of making the citizen participation process and public comment period more meaningful.

One version of this pilot will involve developing a Consolidated Plan template modeled on the PHA Plan template that uses check boxes and other simplified procedures. Participating grantees would be free to add additional text or material to meet local needs. Another version of this pilot is for CDBG-Only grantees. The Cities: CDBG only working group participants think that because many components of the Consolidated Plan address HOME, ESG, and HOPWA funding, it is important to develop an abbreviated streamlined Consolidated Plan for communities receiving only CDBG funds.

Summary of Grantee Pilots:

Chicopee, MA, (CDBG-only grantee) would include a streamlined template that tracks progress toward meeting their five-year goals in their Annual Action Plan.

Collier County, FL will use a streamlined template to prepare the CAPER to ascertain if it reduces the administrative burden for this component

Lake County, FL will use the Consolidated Plan template modeled after the PHA Plan to complete their 2004-2009 Consolidated Plan. This CDBG-only grantee will use the CDBG-only version of the template.

Miami Beach, FL will explore how streamlined data and narrative information can provide an easily readable document that can be used by citizens, other city staff, and local HUD office to understand activities and projects.

Waltham, MA would include a streamlined template that tracks progress toward meeting their five-year goals in their Annual Action Plan.

State of California is working in conjunction with the San Francisco Field Office and has an approved pilot with the following objectives:

- ▶ Eliminate requirement for CDBG PER
- ▶ Standardized definitions and required data components
- ▶ Eliminate need for duplicative recordkeeping necessary for CAPER preparation for all programs
- ▶ Identify key performance data indicators common across all four programs
- ▶ Develop standardized more user-friendly format, tabular-driven with brief data, performance summaries; extending CAPER submission deadlines

Pilot No. 5 Status as of June 30, 2004

Chicopee, Waltham, and Quincy, MA evaluated how useful the streamlined template is to track progress toward meeting their five-year goals, reduce administrative burden of developing the Consolidated Plan document, and enhance their ability to track and report on program performance.

Lake County, FL developed a Consolidated Plan template modeled after the PHA Plan and plans to use the template to complete their 2004-2009 Consolidated Plan.

Collier County, FL used a streamlined template to prepare the CAPER to ascertain if it reduces the administrative burden for this component. CAPER was submitted for FY 2002 to Field Office for review. County indicated template format provided better access to performance measures, accomplishments, etc.

Miami Beach, FL explored how streamlined data and narrative information can provide an easily readable document that can be used by citizens, other city staff, and local HUD office to understand activities and projects.

State of California is making progress in implementing a revised work plan to eliminate duplicative record keeping systems, standardize definitions and required data components across formula programs, identify key performance data indicators, and display information in a standardized user-friendly format.

The communities that used the HUD suggested template for tracking multi-year goals generally found it improved the planning process by streamlining the drafting process,

saving time and producing a more concise and useful final document for public use. The template improved the readability and organization of the plan, provided a more results oriented document and program, and made it easier to assess progress toward solving problems, easier to review, and easier for the public to digest. The templates encouraged some grantees to rework their objectives to be more measurable, and made the assessment of progress toward objectives clearer and easier to find and understand.

Some grantees indicated additional effort was required to insert more concrete performance targets and achievements into the charts and tables. Some goals were rewritten so the relationship between projects and goals would be easier to see. Inserting data into the template also made the narrative more useful to the reader, and the overall document more effective. The new template also related more directly to the CAPER so that both HUD and the grantee could compare what was proposed and what was accomplished. A community that used the HUD suggested CAPER template found it improved the CAPER preparation process by requesting specific information, therefore streamlining the preparation process. The grantee indicated that once completed, the template format provided better access to performance measures, accomplishments, etc.